LOCAL CHAPTER CORRESPONDING SECRETARY’S CALENDAR
(For detailed instructions, please refer to the Instructions to Officers of Local Chapters, IOLC, Corresponding Secretary’s Section)

MARCH
Outgoing Corresponding Secretary

- Complete Annual Report of the Corresponding Secretary (ARCS) between March 1st and March 10th
- Verify with the chapter treasurer that all totals on the ARCS agree with the Annual Report of the Treasurer, then have the chapter president sign the ARCS
- Mail the ARCS as directed in the instructions provided by International Chapter by March 10th
- Contact the designated NEDC representative as listed on the ARCS with any questions
- After elections in March, complete the Report of Election of Officers of Local Chapter online at International’s website (Local Chapter Forms>Corresponding Secretary)
- After elections in March, complete the Report of State/Provincial/District Convention – Delegates & Alternates on International’s website (Local Chapter Forms>Corresponding Secretary) (Note: Please select the option “Reporting 2 Delegates and 2 Alternates”)
- (Odd years only – if your chapter has been advised by the NEDC Executive Board that your chapter is entitled to a delegate at Convention of International Chapter); after elections, complete the International Convention – Nominee for Delegate online at International’s website (Local Chapter Forms>Corresponding Secretary)
- Complete any Change in Membership (CIM) forms immediately following any change in status or information of a member and submit to the Membership Department:
  - Initiation – Provide her membership ID# to the chapter treasurer immediately
  - Transfer In
  - Transfer Out
  - Reinstatement
  - Death
  - Name Change
  - Member Moving
- Report members becoming inactive on the Annual Report of the Corresponding Secretary each year (Do not submit a CIM for Inactive Members)
- At the first meeting of the month, complete and report, during the business meeting, the Corresponding Secretary's Monthly Report to Chapter found on International’s website (Local Chapter Forms>Corresponding Secretary) (For more information, see the Instructions to Officers of Local Chapters – IOLC, Corresponding Secretary Section, Page 3 of 9)
- After receipt of Annual Release Letter, deliver to successor all books, papers and supplies at the expiration of term of office and train successor on the duties and responsibilities of the office.
- Keep on hand at all times the required supplies for the office as shown on List of Supplies for Officers of Local Chapters. Download official forms for office from the P.E.O. website, as needed, to ensure the most recent form is used.
- Conduct the correspondence of the chapter as directed by the president and during all business meetings, read the correspondence
- Record decreases in membership on the Chapter Membership Summary (CMS)
- Record increases in membership on the Annual Report of Corresponding Secretary (ARCS)
- Send an Invitation to Membership when requested by the chapter president
- Send an Invitation to Transfer when requested by the chapter president
• Deposit initiation fee with treasurer of the chapter

Incoming Corresponding Secretary
• Study *Part III of the Constitution*, bylaws and standing rules of local, district, and International chapters (International’s website>Manuals and Handbooks>P.E.O. Constitution)
• Study *Instructions for Local Chapter Officers (IOLC)*, Corresponding Secretary’s section (International’s website>Manual and Handbooks>IOLC)
• Receive training from the outgoing corresponding secretary; she will retain all her supplies until she receives the *Annual Release Letter* from the designated NEDC individual
• View Local Chapter Officer Training on International’s website (See Resources>Local Chapter Officer Training>Corresponding Secretary)
• Read correspondence at all business meetings as directed by the chapter president

APRIL
Outgoing Corresponding Secretary
• If all elections (including Membership Committee Chairman and Technology Contact) were not reported in March, complete the *Report of Election of Officers of Local Chapter* online at International’s website (Local Chapter Forms>Corresponding Secretary)
• The *Annual Release Letter* will be mailed to the corresponding secretary, indicating the reported membership totals are in agreement with the official records of International Chapter. Read the release letter to the chapter with the next monthly report.
• Once the *Annual Release Letter* has been received and read to the chapter, the previous CMS used for membership activity during the past year may be destroyed
• Transfer books and supplies to newly installed corresponding secretary.

Incoming Corresponding Secretary
• Receive all supplies from the outgoing corresponding secretary
• Ensure that the Yearbook Committee is aware and prepared to provide annually at Convention of Northeast District Chapter seven (7) chapter yearbooks, one (1) copy to each of the five (5) district officers, the FORUM editor, and the Membership Committee Chairman of the district chapter. Chapter yearbooks may be delivered at convention by the chapter delegates.
• Complete any *Change in Membership (CIM)* forms immediately following any change in status or information of a member and submit to the Membership Department:
  • Initiation – Provide her membership ID# to the chapter treasurer immediately
  • Transfer In
  • Transfer Out
  • Reinstatement
  • Death
  • Name Change
  • Member Moving
• Report members becoming inactive on the *Annual Report of the Corresponding Secretary* each year (Do not submit a CIM for Inactive Members)
• At the first meeting of the month, complete and report, during the business meeting, the *Corresponding Secretary’s Monthly Report to Chapter* found on International’s website (Local Chapter Forms>Corresponding Secretary)(For more information, see the *Instructions to Officers of Local Chapters – IOLC*, Corresponding Secretary Section, Page 3 of 9)
• Conduct the correspondence of the chapter as directed by the president and during all business meetings, read the correspondence
• Record decreases in membership on the Chapter Membership Summary (CMS)
• Record increases in membership on the Annual Report of Corresponding Secretary (ARCS)
• Send an Invitation to Membership when requested by the chapter president
• Send an Invitation to Transfer when requested by the chapter president
• Deposit initiation fee with treasurer of the chapter
• Report any changes in officer contact information immediately to International chapter by re-visiting the Report of Election of Officers of Local Chapter and email same information to the NEDC Secretary.

MAY
• Complete any Change in Membership (CIM) forms immediately following any change in status or information of a member and submit to the Membership Department:
  • Initiation – Provide her membership ID# to the chapter treasurer immediately
  • Transfer In
  • Transfer Out
  • Reinstatement
  • Death
  • Name Change
  • Member Moving
• Report members becoming inactive on the Annual Report of the Corresponding Secretary each year (Do not submit a CIM for Inactive Members)
• At the first meeting of the month, complete and report, during the business meeting, the Corresponding Secretary’s Monthly Report to Chapter found on International’s website (Local Chapter Forms>Corresponding Secretary) (For more information, see the Instructions to Officers of Local Chapters – IOLC, Corresponding Secretary Section, Page 3 of 9)
• Conduct the correspondence of the chapter as directed by the president and during all business meetings, read the correspondence
• Record decreases in membership on the Chapter Membership Summary (CMS)
• Record increases in membership on the Annual Report of Corresponding Secretary (ARCS)
• Send an Invitation to Membership when requested by the chapter president
• Send an Invitation to Transfer when requested by the chapter president
• Deposit initiation fee with treasurer of the chapter
• Report any changes in officer contact information immediately to International chapter by re-visiting the Report of Election of Officers of Local Chapter and email same information to the NEDC Secretary.

JUNE-JULY-AUGUST
• (In years when an Official Visit is scheduled) Receive Corresponding Secretary’s section of the Instructions to Local Chapter Officers for Official Visits from the chapter president. (See NEDC website>Chapter Resources>Forms/Reference)
• Complete any Change in Membership (CIM) forms immediately following any change in status or information of a member and submit to the Membership Department:
  • Initiation – Provide her membership ID# to the chapter treasurer immediately
  • Transfer In
  • Transfer Out

NEDC12112014
- Reinstatement
- Death
- Name Change
- Member Moving

- Report members becoming inactive on the Annual Report of the Corresponding Secretary each year (Do not submit a CIM for Inactive Members)
- At the first meeting of the month, complete and report, during the business meeting, the Corresponding Secretary's Monthly Report to Chapter found on International’s website (Local Chapter Forms>Corresponding Secretary)(For more information, see the Instructions to Officers of Local Chapters – IOLC, Corresponding Secretary Section, Page 3 of 9)
- Conduct the correspondence of the chapter as directed by the president and during all business meetings, read the correspondence
- Record decreases in membership on the Chapter Membership Summary (CMS)
- Record increases in membership on the Annual Report of Corresponding Secretary (ARCS)
- Send an Invitation to Membership when requested by the chapter president
- Send an Invitation to Transfer when requested by the chapter president
- Deposit initiation fee with treasurer of the chapter
- Report any changes in officer contact information immediately to International chapter by re-visiting the Report of Election of Officers of Local Chapter and email same information to the NEDC Secretary.

SEPTEMBER
- (In years when an Official Visit is scheduled) Review Corresponding Secretary’s section of the Instructions to Local Chapter Officers for Official Visits received from the chapter president. (See NEDC website>Chapter Resources>Forms/Reference)
- Complete any Change in Membership (CIM) forms immediately following any change in status or information of a member and submit to the Membership Department:
  - Initiation – Provide her membership ID# to the chapter treasurer immediately
  - Transfer In
  - Transfer Out
  - Reinstatement
  - Death
  - Name Change
  - Member Moving
- Report members becoming inactive on the Annual Report of the Corresponding Secretary each year (Do not submit a CIM for Inactive Members)
- At the first meeting of the month, complete and report, during the business meeting, the Corresponding Secretary's Monthly Report to Chapter found on International’s website (Local Chapter Forms>Corresponding Secretary)(For more information, see the Instructions to Officers of Local Chapters – IOLC, Corresponding Secretary Section, Page 3 of 9)
- Conduct the correspondence of the chapter as directed by the president and during all business meetings, read the correspondence
- Record decreases in membership on the Chapter Membership Summary (CMS)
- Record increases in membership on the Annual Report of Corresponding Secretary (ARCS)
- Send an Invitation to Membership when requested by the chapter president
- Send an Invitation to Transfer when requested by the chapter president
Deposit initiation fee with treasurer of the chapter
Report any changes in officer contact information immediately to International chapter by re-visiting the Report of Election of Officers of Local Chapter and email same information to the NEDC Secretary.

OCTOBER–NOVEMBER–DECEMBER
- (In years when an Official Visit is scheduled) Review Corresponding Secretary’s section of the Instructions to Local Chapter Officers for Official Visits received from the chapter president. (See NEDC website>Chapter Resources>Forms/Reference)
- Complete any Change in Membership (CIM) forms immediately following any change in status or information of a member and submit to the Membership Department:
  - Initiation – Provide her membership ID# to the chapter treasurer immediately
  - Transfer In
  - Transfer Out
  - Reinstatement
  - Death
  - Name Change
  - Member Moving
- Report members becoming inactive on the Annual Report of the Corresponding Secretary each year (Do not submit a CIM for Inactive Members)
- At the first meeting of the month, complete and report, during the business meeting, the Corresponding Secretary’s Monthly Report to Chapter found on International’s website (Local Chapter Forms>Corresponding Secretary)(For more information, see the Instructions to Officers of Local Chapters – IOLC, Corresponding Secretary Section, Page 3 of 9)
- Conduct the correspondence of the chapter as directed by the president and during all business meetings, read the correspondence
- Record decreases in membership on the Chapter Membership Summary (CMS)
- Record increases in membership on the Annual Report of Corresponding Secretary (ARCS)
- Send an Invitation to Membership when requested by the chapter president
- Send an Invitation to Transfer when requested by the chapter president
- Deposit initiation fee with treasurer of the chapter
- Report any changes in officer contact information immediately to International chapter by re-visiting the Report of Election of Officers of Local Chapter and email same information to the NEDC Secretary.

JANUARY
- Annual report forms and instructions are sent to the chapter president by International chapter. Check your chapter president to receive annual report materials.
- Complete any Change in Membership (CIM) forms immediately following any change in status or information of a member and submit to the Membership Department:
  - Initiation – Provide her membership ID# to the chapter treasurer immediately
  - Transfer In
  - Transfer Out
  - Reinstatement
  - Death
  - Name Change
  - Member Moving
• Report members becoming inactive on the *Annual Report of the Corresponding Secretary* each year (Do not submit a CIM for Inactive Members)

• At the first meeting of the month, complete and report, during the business meeting, the *Corresponding Secretary's Monthly Report to Chapter* found on International’s website (Local Chapter Forms>Corresponding Secretary)(For more information, see the *Instructions to Officers of Local Chapters – IOLC, Corresponding Secretary Section, Page 3 of 9*

• Conduct the correspondence of the chapter as directed by the president and during all business meetings, read the correspondence

• Record decreases in membership on the *Chapter Membership Summary (CMS)*

• Record increases in membership on the *Annual Report of Corresponding Secretary (ARCS)*

• Send an *Invitation to Membership* when requested by the chapter president

• Send an *Invitation to Transfer* when requested by the chapter president

• Deposit initiation fee with treasurer of the chapter

• Report any changes in officer contact information immediately to International chapter by re-visiting the *Report of Election of Officers of Local Chapter* and email same information to the NEDC Secretary.

**FEBRUARY**

• Read names of inactive members to the chapter to confirm contact information.

• Complete any *Change in Membership (CIM)* forms immediately following any change in status or information of a member and submit to the Membership Department:
  • Initiation – Provide her membership ID# to the chapter treasurer immediately
  • **NOTE:** Transfers may be “granted” in the month of February, BUT they may not be “accepted” in the month of February
  • Reinstatement
  • Death
  • Name Change
  • Member Moving

• Report members becoming inactive on the *Annual Report of the Corresponding Secretary* each year (Do not submit a CIM for Inactive Members)

• At the first meeting of the month, complete and report, during the business meeting, the *Corresponding Secretary's Monthly Report to Chapter* found on International’s website (Local Chapter Forms>Corresponding Secretary)(For more information, see the *Instructions to Officers of Local Chapters – IOLC, Corresponding Secretary Section, Page 3 of 9*

• Conduct the correspondence of the chapter as directed by the president and during all business meetings, read the correspondence

• Record decreases in membership on the *Chapter Membership Summary (CMS)*

• Record increases in membership on the *Annual Report of Corresponding Secretary (ARCS)*

• Send an *Invitation to Membership* when requested by the chapter president

• Send an *Invitation to Transfer* when requested by the chapter president

• Deposit initiation fee with treasurer of the chapter

• Report any changes in officer contact information immediately to International chapter by re-visiting the *Report of Election of Officers of Local Chapter* and email same information to the NEDC Secretary.

**NOTE:** In February, chapters may initiate candidates, however, invitations to transfer MAY NOT BE EXTENDED OR ACCEPTED DURING THE MONTH OF FEBRUARY. In addition, some chapters do not
initiate during January and February since an initiate would be required to pay her dues shortly after paying the initiation fee. You may explain this process to the initiate who may choose to pay her dues plus her initiation fee.

**Ceremony of Initiation** – If you will be performing the Ceremony of Initiation for your chapter, take the time to familiarize yourself with your part prior to the ceremony. This will prevent “reading” rather than “speaking” your part and you will be able to maintain eye contact with the initiate during the ceremony – making for a more meaningful experience.